



---

## Minutes of Meeting, Board of Trustees, 12 August 2014

Present: Heather Leavell, Dan Johnson, Jackie Bates, Ellen Aamodt, Tracy Skahan, Sarah Burks, Geri Tremblay

Others: Chuck Luca, Terry Shaoul, James McGough, Mikaela Joyce, Paul McGaffigan

Absent: Aimee Taberner

The meeting was called to order by Heather Leavell at 7:11 and introduced Mikaela Joyce who developed our visitor statistics from the guest register. The board was most appreciative of her efforts and hoped that she would return again next summer for further work at CEDAM.

### **Minutes of Meetings, 10 June and 8 July 2014**

The minutes were reviewed and adjusted as required. Sarah Burks proposed the minutes of 10 June be approved as corrected. Jackie Bates seconded the motion. Geri Tremblay moved that the minutes of the meeting held on 8 July be approved and seconded by Sarah Burks. Both minutes were approved unanimously.

### **Action Items**

- a. cleaning contract – search for contractor continues, G. Tremblay
- b. H. Leavell to distribute marketing plans - awaited
- c. marketing plan discussion – postponed to 9 September meeting
- d. Daniel Fairbanks event – not in 2014
- e. grant application to Taberner
- f. Menotomy Beer and Wine agreed to offer raffle tickets at their 6 Sept. event
- g. H. Leavell to discuss Gallery Guide with Maria DiGioia
- h. Oct. 20 proposed as date to present Strategic Plan to Selectmen

- i. J. Bates distributed outline of role of trustees

### **Treasurer's Report**

The Treasurer had distributed details of financial standing in advance of the meeting for information to the board of trustees and would continue to do so for future meetings, highlighting at the meeting only the status of revenue and expenses versus budget. In future, the highlights of the Treasurer's Report will be presented under agenda item "Board of Directors Updates".

An additional reimbursement claim was discussed for lunch with the CAP grant assessors. Sarah Burks moved to recommend this claim be reimbursed, seconded by Jackie Bates. The board was all in favor of that motion.

### **Volunteer Report**

The visitor count YTD exceeds that of 2013 at this time of the year. Sarah Burks held discussions with a volunteer website called 'Givebacktime.org' which may be of assistance in recruiting docents for CEDAM. In addition, a national television group had also visited CEDAM and may feature it in a documentary.

### **Fundraising**

Twenty one vendors have signed up for Art on the Green. The Mirak Foundation agreed to sponsor the event with a significant contribution. Chuck Luca is preparing a flyer on all the raffle prizes in the hope that this would help the sale of raffle tickets for the event on Town Day.

### **Board of Director Updates**

- The Directors are discussing Heather Leavell's current responsibilities to the non-profit.
- The Directors are also discussing Heather Leavell's proposed workplan and timetable.

### **Marketing**

Plimouth Plantation had contacted CEDAM to discuss opportunities to collaborate.

Heather Leavell planned to circulate the marketing plan for CEDAM.

### **Organizational Planning**

The board discussed again opening hours and donations. Jackie Bates made a global motion, seconded by Ellen Aamodt, to change opening hours/days to Friday through Sunday, 1 to 5 p.m., effective 1 January 2015 with Group Tours by appointment, and a suggested donation of \$5. All trustees voted in favour of this motion. It was further agreed that the online calendar should show closure dates over the holidays.

The board made several updates to the annual calendar and will continue to make updates and details of events at each future meeting.

The board began its discussion on restructuring of the board of trustees. The board voted 6 to 1 (Dan Johnson voting in opposition) in favor, to endorse the non-profit's proposal that Heather change her role with the museum to have more paid hours for fundraising and curating but to leave the board of trustees. We decided to continue the discussion of the reorganization of the roles of the remaining board of trustees' members at the September meeting.

### **Other Business**

Stocks of items for sale through the Gift Shop required replenishment in time for Town Day. Slow moving items would be offered as prizes on Town Day.

Sarah Burks informed the board that the CPA committee wished to get this item on the November ballot and wanted the endorsement of the boards of CEDAM. Sarah moved to endorse, seconded by Ellen Aamodt, and the motion was voted unanimously.

Jackie Bates requested the board of trustees to review the breakdown of roles and responsibilities of the board which she had distributed and each should determine the best fit for their time and talents and advise Jackie of their choices. This will be helpful in finalizing the board's discussion on its future role.

Ellen Aamodt suggested that an inventory of the closets be taken prior to any reorganization moves. The board agreed that this, and the need for light housekeeping, by the docents, should be reviewed.

The meeting adjourned at 10.10 p.m.

Ellen Aamodt,

Trustee, Recording Secretary

## Action Items for 9 September 2014

- Board members to review roles and responsibilities, select their prime interest and advise J. Bates prior to next meeting.
- Engage Plimouth Plantation in further discussions on cooperation - Heather
- Art on the Green to promote number/value of prizes for ticket sales - Chuck
- Review need to inventory closets and housekeeping -all
- Follow up on the exhibition planned by Boston Guild – Heather

## Rolling Events Calendar

POC	Event	Dates
Chuck/Jackie	Art on the Green	Sept. 13
Dan/Jackie	Member/donor appreciation, Book Celebration	Dec. 2
Heather	Children's Event (2 events)	Oct., November
Heather/Chuck	Guild of Boston Artists	Nov. 8
Heather	Sculpture workshop	February dates?
Sarah	Gallery Talk (Int'l Women's Day)	March 8
Sarah/Jackie	Chairful Tea Party	July 2015